

## MINUTES

**Subject:** Active Essex Board  
**Date & Time:** Monday 20<sup>th</sup> April 2020, 14:00 – 15:30  
**Location:** Zoom Online  
**Chair:** Azeem Akhtar

### Attendance

#### Board Members:

AA	Azeem Akhtar	Chair
BM	Bob McIntock	Vice Chair
SM	Steve Mitchell	Board Member
EC	Elizabeth Cornish	Board Member
DS	David Sollis	Board Member
CR	Caroline Russell	Board Member
JW	John Wood	Board Member
AWS	Anne Wafula-Strike	Board Member
AC	Adrian Coggins	Board Member
BRM	Billy Ray Mansell	Youth Board Member
SMI	Sophie Michalaki	Youth Board Member

#### Active Essex Staff:

JF	Jason Fergus	Director
RH	Rob Hayne	Strategic Lead for Business Operations
RL	Rachel Lewis	Relationship Manager
MH	Melissa Huggins	Minute Taker

Item	Agenda Item & Notes	Action
1	<p><b>Welcome:</b></p> <ul style="list-style-type: none"> <li><b>Apologies</b></li> </ul> <p>No apologies.</p> <ul style="list-style-type: none"> <li><b>Any Conflict of Interest on agenda</b></li> </ul> <p>No conflicts of interest reported.</p> <ul style="list-style-type: none"> <li><b>Opening remarks from the Chair</b></li> </ul> <p>Bob welcomed the Board Members to the online Zoom style Board meeting.</p>	
2	<p><b>Approval of minutes &amp; actions from meeting held on 23<sup>rd</sup> January 2020</b></p> <p><b>Matters arising</b></p> <p>CR advised that she noticed in the previous minutes that she was noted as attending but she sent her apologies.</p> <p>The Board confirmed they were happy to sign off the content and accuracy in the minutes from the previous Board meeting held on 23<sup>rd</sup> January 2020.</p>	MH to amend the minutes from the previous meeting.

	<p>JF gave a verbal update for each action from the last meeting:</p> <ul style="list-style-type: none"> <li>• JF and SM meeting with the LEP has taken place and an array of actions were agreed which are currently being progressed.</li> <li>• SMI was welcomed by the Board as this was her first Board meeting.</li> <li>• SM – will get in touch with SMI in due course to discuss their ongoing virtual mentoring conversations.</li> <li>• Safeguarding Action Plan was approved – JW supported Jim Messenger with the Safeguarding in Sport Review which has now taken place virtually. The Board were informed that we were successful in being given the green light on the report.</li> <li>• The previously organised Safeguarding meeting is currently paused but will be picked back up again.</li> <li>• Updates to the Risk Register have been made</li> <li>• The Active Partnerships Convention was cancelled but JF has some webinar links and presentations to share with the group.</li> <li>• AWS has applied to be an All Together ambassador</li> <li>• Work with obtaining Sports Awards sponsors is currently paused.</li> <li>• Due to Covid-19 pandemic we are looking to utilise Max in a different way by supporting different activities like the planning around keeping active at home.</li> <li>• Work with 2020 Olympics is currently paused but will hopefully be picked up in line with the next scheduled event.</li> <li>• Digital enablement project is currently paused as it was felt that the session wouldn't work as well online via Zoom, so it is being rescheduled.</li> <li>• The Board Strategy sessions have taken place. Appreciation was shared with the Board Members who were able to be part of the session.</li> <li>• BRM has been in touch and pulled together his role and responsibilities and will continue to develop these with DS.</li> <li>• The Roles and Responsibilities document is currently being worked upon, not currently finalised as would like Sophie's input – ongoing action, we will have it finalised and ready for circulation.</li> <li>• Challenge lab application process has currently been paused with a view to pick up the project after the Covid-19 pandemic.</li> <li>• Hannah Taylor attended the last Board meeting and gave a presentation on the new <a href="#">Open Data platform</a> for research and insight. The Board were encouraged to have a look at the platform and feedback any comments they have on ways to improve or tweak the system moving forward.</li> </ul>	<p>SM to get in touch with SMI offline to discuss and agree their mentoring process.</p> <p>JF to share the Active Partnership Convention links with the Board:</p> <p><i>All the recording can be found here:</i>  <a href="https://activepartnershipsevents.org/about-the-event/repository-2020/">https://activepartnershipsevents.org/about-the-event/repository-2020/</a>  <a href="https://activepartnershipsevents.org/learning-workshop/">https://activepartnershipsevents.org/learning-workshop/</a></p> <p>Digital enablement session to be rescheduled when the time is right.</p> <p>BRM to work with DS to finalise his Roles and Responsibilities document for the Board.</p> <p>Roles and Responsibilities document to be finalised and shared with the Board when ready.</p> <p>All Board to take a look at the Open Data platform and feedback to JF if they have any ideas for improvements -  <a href="https://data.essex.gov.uk/">https://data.essex.gov.uk/</a></p>
3	<p><b>Finance Report</b></p> <p>RH advised that he circulated end of year budget and next year's risk register with the Board documentation.</p>	

<p>He advised that the end of year process with Essex County Council has been completed and that he is pulling together the spreadsheet for grant funding to send to Sport England. He advised the Board that we are maximising our grant funding though we do have some underspend which we will be carrying forward due to Sport England's extended deadline for spend.</p> <p>RH confirmed that if the Board has any questions, they should contact him.</p> <p>RH then opened the floor for questions:</p> <p>Question: It was highlighted by a Board member that there was one of the cost centre budgets weren't corresponding on the two different documents. Answer: RH confirmed that it was a formatting error and he will update the documents accordingly.</p> <p>Question: If possible can we carry over Satellite Club budget due to the current situation? Answer: The Board were advised that we have got a year's extension so have time to utilise the remaining underspend.</p> <p>The Board were advised that the first Audit Committee meeting has taken place which included RH, CR and BM.</p> <p><b>Risk Register</b></p> <p>RH welcomed a Board discussion around what risks they feel should be incorporated onto the 2020-21 Risk Register as well as any views and opinions as to what was on there to date. Feedback included:</p> <ul style="list-style-type: none"> <li>• Addition of an LDP related Covid-19 risks vs non-LDP Covid-19 risks</li> <li>• A question raised as to if Sport England still expect the same performance? This was answered by advising that Sport England have been very clear from the start of the outbreak that their expectancies, targets and budgets will be flexible for the time being. Also, that we are waiting on a written confirmation for strategy cycle. A secondary answer to the question informed the Board that Sport England's expectations at the moment is to continue as everyone is and will be under review moving forward and that we will likely hear more in the next few months as this update will be a working process.</li> <li>• A question around what the potential impact on economic measures for sport and physical activity? This was answered with yes it can potentially result in lower physical activity levels for some people and that this will be at the top of the agenda but difficult to know what can be done at this moment.</li> <li>• It was suggested to look at what our recovery phase will look like including statements around: What is the norm? What has Covid-19 taught us? People have taken the opportunity to get active, is it an opportunity to reshape some activity? Outward and inward focus? Some people aren't able to access open space should we be more mindful of that. Wider health inequalities. Us</li> </ul>	<p>RH will update the budget documentation, so details are corresponding.</p> <p>RH will check and send audit committee meeting minutes to the board.</p>
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	<p>changing as an Active Essex partnership on terms on how we view the inactive.</p> <ul style="list-style-type: none"> <li>• A Board member agreed with the previous point raised and feels it is really important that we forward plan and look at redefining target groups using LDP.</li> <li>• Use of general public sector learning about how we better strategically distribute our resource for the worse off.</li> <li>• We need to make sure that the momentum isn't lost when this is over.</li> <li>• We need to plan for the immediate aftermath of Covid-19 there will be an influx of people wanting to be physical activity and we need to be ready for that change and then make sure we can sustain. We need to start doing our planning now on how our strategy will be ready for the new world post Covid-19, digital enablement, opportunity to ensure physical activity becomes central to their lives. Putting in place the right governance &amp; programmes.</li> <li>• The world will change drastically, and we need to look at this, how do we sustain past the opening, there is a huge opportunity for our sector, how are we making sure we are making the most of our sector. A slight worry is that we may lose some of our partners so we should look at how we can help our partners during this time, so they know what support is available to them. We need to proactively signpost our organisations, leisure providers who are struggling to the appropriate bodies to get support.</li> <li>• Due to people who are more physically active and therefore more healthier being more immune to the disease, there will be a greater responsibility from people on their level of general health and in turn, fitness.</li> <li>• Less commuting will in turn mean more time available so we could do a campaign to utilise that additional time with healthy habits. The drive is a change in working patterns</li> <li>• A question was raised around support for small organisations and the fact less people are participating in sport. This was answered by advising the Board that some organisations are finding it very hard at the moment, some staff are being furloughed. Government have opened a funding pot for salaries for furloughed staff however operational costs will be a challenge.</li> <li>• It was suggested that our future strategy can have elements to support small organisations.</li> <li>• A Board member expressed his observation of feeling that the staff have responded well to the crisis as staff behaviour, adaptivity, support platforms created all show good practice.</li> <li>• There could be one risk register for LDP and one for Active Essex around Covid-19.</li> </ul>	
4	<p><b>Directors Report</b></p> <ul style="list-style-type: none"> <li>• <b>Active Essex Covid-19 response:</b> <ul style="list-style-type: none"> <li>○ <b>Keeping Active at Home</b></li> <li>○ <b>Supporting the Sector</b></li> <li>○ <b>Community Hubs</b></li> <li>○ <b>LDP</b></li> <li>○ <b>Staff Update</b></li> </ul> </li> </ul>	

- **Velo Essex**
- **Board input / discussion**

### **Keeping Active at Home**

JF updated on all sections in his Directors report previously shared:

Two key things that are really apparent for us at this particular time: supporting our sector and keeping active at home. Like others we have been proactive in moving forward in conducting our keeping active at home page, this will be ongoing as we continue to push out the message for tips and ideas of how people can get ideas on how to keep active at home. Details on the hashtag and tracks on social media are included on the slide deck circulated. We are using the Essex Coronavirus Facebook page to push our messaging as well as using other channels. Essex County Council want to work with us and support us with these keeping active at home messages. We don't want to do this on our own, we absolutely need to work closely with partners to push this out.

Active Essex YouTube is running, and we are offering classes for people of Essex to join in. This is also a great opportunity for instructors to come forward and get involved.

Advice was shared from a Board member that we need to ensure that we properly quality assure our instructors who are leading sessions on our YouTube channel.

### **Supporting the Sector**

Tim Hollingsworth from Sport England released a press article detailing the Community Emergency Fund. Since then our team have coordinated three webinars for partners in Essex to join and learn about applying for that fund. Sport England has received 5,000 applications to date. There was a concern raised that Sport England are seeing the same people as they would expect to apply so they are doing to work to check they are reaching the correct people for those funds. Active Essex are reaching those partners who need the support, and this is currently a big piece as we want Essex to get maximum budget possible.

It was suggested that perhaps the funding could be allocated locally due to local understanding. A discussion then took place around the challenge not all Active Partnerships have the same understanding of their environments and Sport England would need to divulge a high level of trust to all partners if they were to be making those kinds of decisions. It was added that as they are dealing with public money, they need to ensure they are using it correctly.

A view was shared that a Board member feels it would be beneficial to pull together some ideas for what the group feel their sector will look like after Covid-19 as they felt they must maintain being thought leaders to the sector. It was agreed that all Board members were keen to gather intelligence from this forum which we can be fed back into Sport England.

It was suggested that the Board members were all sent a set amount of questions for them to answer and then

JF to compile the recovery phase questions and send to the Board for their feedback

someone at Active Essex could synthesise those thoughts. It was noted that the feedback could be shared in a fun way like voting polls.

### **Local Authority Covid-19 Community Hubs**

JF explained that he has been heavily involved in this piece of work to support districts and residents who are in need. He advised that our ability to be part of that space with the people we work with has come up trumps as well as our ability to be able to engage with people. JF expressed that it has shown the strengths of our team to be able to work in a new proactive way. A comment from Jason – people have expressed their appreciation that people recognise and trust us, so work is reliable. Benefits of our hub approach.

A Board member raised a question as to if the team are coping well with the change. This was answered by two Active Essex staff members, one explaining that they don't have all the answers and aren't leading the change, but we do have transferable skills which we have all been applying in a different way. The second piece of feedback included that it is a challenging time but can be seen as a good challenge. There are 9am daily briefing calls for all Relationship Managers which are utilised to discuss the different types of work we are doing with partners to achieve different outcomes as well as needing to use our negotiating and influencing skills throughout the system. They ended with a comment; it's a challenge but we are getting there.

The Board shared their views on the Active Essex work being a high standard and completely recognised so collectively shared their thanks to JF and his team. They also advised that they would like to use the underspend previously mentioned to reward members of staff. AA shared his support on that suggestion.

### **LDP**

JF advised that some work within the LDP has been paused but thankfully they do not have any resource at risk. He also highlighted some positive news around some additional resource coming to light. He informed the Board that they are currently identifying any additional capacity resource that they need initially to take them to 2023 and potentially 2025. He confirmed that a commitment has been made to keep the capacity resources and journey of the LDP until 2023. He expressed his excitement for this positive news.

It was discussed that due to a lot of our funding being sourced from the National Lottery it will be interesting to see what lottery sales look like at the moment. There was a general feeling that the next step of lottery stats may be down.

The LDP team are supporting the work and sharing the messaging around Keeping Active at Home.

The Board were informed that each LDP has a Champion on the Sport England Board who share feedback at meetings from LDP projects. JF confirmed that the Essex LDP Champion is CEO of London Sport and Mike Diaper from Sport England is the co-champion who is in communication with them.

### **Staff Update**

JF informed the Board that Senior Managers have undertaken an exercise to assess work programmes and make decisions on which projects will be paused and continue during the Covid-19 pandemic. This has resulted in deployment to some staff with appropriate support as well as creating task and finish groups for projects such as Keeping Active at Home and Supporting the Sector. Louise Voyce is also working closely with AC with a piece of work on Supermarkets. Some Education specific programmes have been paused.

EC have an update on the situation at her school and expressed that she felt the biggest challenge is having a common approach across all schools. She explained that young people with named social workers should be offered a place but that's 223 for Liz's school which is a dilemma. She informed the Board that some schools have community support, and some have online working elements, and some are using multi-agency work. She positively shared that the silver lining to this situation was that after Covid-19 she feels they will have better relationships with parents and agencies but for the time being there are many different approaches across the board.

JF informed the Board that we have conducted a survey with our schools to see what support they need and are currently exploring what links they can make with the education academy to nationally feedback ideas and good practice on learnings.

### **Velo Essex**

The Board were updated on the Velo Essex situation and informed that the event organisers, Active Sport, on 24<sup>th</sup> March made a decision to cancel the Velo Essex event which was taking place on 21<sup>st</sup> September. One of the main challenges that was faced was that unfortunately the event organisers were unable to make a 100% refund so only refunded 45% of the participants entry fee, this received some pushback and complaints were received. Active Essex received a small number of complaints, but these are being dealt with proactively with ECC support.

### **Marketing Update**

The needs of the team have dramatically changed around Marketing and Communications and there has been a clear need for capacity around the doing piece of work rather than strategic leadership so with that in mind Active Essex had conducted a review of the Marketing and Communications team. Following this review a decision was made to remove the Strategic Communications role and replace with two Marketing and Communications Officers as it was felt that would suit the operational needs of the team. The Board was informed that the Strategic Communications role has been made redundant and will be removed from the structure at the end of June.

AA shared his view that the organisation are constantly evolving. In the post Covid-19 world, as an organisation, we need to be fit for purpose and must have more of a focus on getting stuff done. We want to continually adapt

BRM to share Covid-19 video with the Board.

	<p>to changes and progress with skills to execute the work we mandate as a Board.</p> <p>A view was shared that the LDP has taught us so much in the journey of social movements and that learning is being quickly accelerated for the work we are doing now.</p> <p>BRM advised that he has created a video around Covid-19 and will share with the Board for their feedback.</p>	
<b>5</b>	<p><b>Any Other Business</b></p> <p>JW updated the Board on the external Safeguarding review which has taken place. He informed the Board that that all Members must sign off the action plan so he will circulate with them for their comments and approval. A framework has been created for Safeguarding of Adults which Active Essex will be doing some work on despite this not being mandatory at the moment.</p> <p>SM advised the Board that Simon King and Hollie Wood have invested in CIMPSA for data intelligence which will give them access to the insight portal as well as data which gives us a granular level of detail. SM suggested that Simon or Hollie could update the Board on how they are putting that into practice at the next Board meeting. The Board agreed that would be valuable and JF offered to have that discussion and set up.</p> <p>It has been agreed for East of England to pilot a piece of work on the Skills Strategy as the group felt the East would be a good opportunity to trailblaze that area. JF invited SM to join the call on this piece of work. SM accepted so JF agreed to share the calling information with SM.</p> <p>The next Board meeting is in the diary for 16<sup>th</sup> July 2020. There was a consensus from the Board to meet again prior to that date to start conversations around recovery planning. Therefore, the Board agreed to have another online meeting in May to discuss their thoughts post Covid-19 and potentially link work with digital enablement into those discussions.</p>	<p>JW to share the Safeguarding Action plan with Board for comments and approval.</p> <p>JF to ask Simon King and Hollie Wood to give an update on CIMPSA Data Intelligence platform at next Board meeting.</p> <p>JF to send calling information to SM for East of England Skills Strategy group meeting.</p> <p>MH to set a date for May Recovery Planning Board session.</p>

<b>Item No.</b>	<b>Action</b>	<b>Lead</b>	<b>Progress</b>
<b>2</b>	MH to amend the minutes from the previous meeting.	<b>MH</b>	
<b>2</b>	SM to get in touch with SMI offline to discuss and agree their mentoring process.	<b>SM/SMI</b>	
<b>2</b>	JF to share the Active Partnership Convention links with the Board.	<b>JF</b>	
<b>2</b>	Digital enablement session to be rescheduled when the time is right.	<b>JF</b>	
<b>2</b>	BRM to work with DS to finalise his Role and Responsibilities document for the Board.	<b>BRM/DS</b>	
<b>2</b>	Roles and Responsibilities document to be finalised and shared with the Board when ready.	<b>JF/RL</b>	
<b>2</b>	All Board to take a look at the Open Data platform and feedback to JF if they have any ideas for improvements - <a href="https://data.essex.gov.uk/">https://data.essex.gov.uk/</a>	<b>All</b>	



<b>3</b>	RH will update the budget documentation, so details are corresponding.	<b>RH</b>	
<b>3</b>	RH will check and send audit committee meeting minutes to the board.	<b>RH</b>	
<b>4</b>	JF to compile the recovery phase questions and send to the Board for their feedback.	<b>JF</b>	
<b>4</b>	BRM to share Covid-19 video with the Board.	<b>BRM</b>	
<b>5</b>	JW to share the Safeguarding Action plan with Board for comments and approval.	<b>JW</b>	
<b>5</b>	JF to ask Simon King and Hollie Wood to give an update on CIMPSA Data Intelligence platform at next Board meeting.	<b>JF</b>	
<b>5</b>	JF to send calling information to SM for East of England Skills Strategy group meeting.	<b>JF/SM</b>	
<b>5</b>	MH to set a date for May Recovery Planning Board session.	<b>MH</b>	